

Human Resources Department Employee Policy and Procedure

WORKPLACE SAFETY POLICY

Policy Statement

Anti-Violence:

Macomb Township is committed to providing a safe workplace for all employees and visitors. The Township will not tolerate any type of inappropriate behavior, unlawful conduct, or workplace violence committed by or against employees. Prohibited behaviors while on Township property or while engaging in Township business include, but are not limited to:

- Violation of any federal or state law;
- Making threats or engaging in violent activities;
- Physical altercations with other employees or a member of the public;
- Causing physical injury to another person;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress; and
- Intentionally damaging Township property or property of another employee or member of the public.

Weapons:

Macomb Township specifically prohibits all persons from carrying a handgun, firearm, illegal knife, or prohibited weapon of any kind onto Township property.

This policy applies to all employees and visitors on the property regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are for employees whose job requires them to carry a weapon, such as police officers; those wearing a weapon as part of a military uniform in connection with a public ceremony, parade or theatrical performance; or those granted an exception by the Township Supervisor under extraordinary circumstances.

All employees are also prohibited from possessing or discharging a weapon while in the course and scope of performing their jobs for the Township, whether they are on Township property or licensed to carry a handgun. This policy also prohibits possession of explosives, certain knives and other dangerous weapons, including chemical substances intended to cause injury to others. Further, this policy also applies to any Township-sponsored meeting or function (e.g. parties and picnics).

The Township property covered by this policy includes, but is not limited to, all Township owned or leased buildings, land, and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Township's ownership or control. Township vehicles are covered by this policy at all times regardless of whether they are on Township property at the time.


The Township may conduct searches of any person, vehicle or object that enters on the Township property for reasonable cause or suspicion. Pursuant to this provision, the Township is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on Township property and any other item in which a weapon may be hidden. Additionally, the Township may search a Township vehicle or a vehicle owned by an employee that is to be used to conduct business on behalf of the Township, regardless of whether the vehicle is located on the Township's property at the time.

The Township may conduct searches for prohibited weapons on its property or authorize searches for prohibited weapons as deemed necessary by the Township for reasonable suspicion or cause in order to ensure the safety of the employees and the public. An employee may refuse the search; however, such refusal may result in termination of employment.

Failure to abide by the terms and conditions of this policy may result in discipline up to and including termination. Further, carrying a weapon onto Township property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Township property, and may result in prosecution.

Procedure:

Any employee who believes there may be a violation of this policy, or believes a potentially dangerous situation might exist, is to immediately report the situation to his or her department head, the Human Resources Director or the Township Supervisor.

Effective Date:	08/01/04	Policy Number:	04.06.01
Issue Date:	08/01/04	Approval Date:	08/01/04
Subject:	Workplace Safety		
	Approvals:		
	_____ John D. Brennan, Township Supervisor		
	_____ John F. Brogowicz, Human Resources Director		